

Carbon Sequestration Advisory Committee

Record of Time and Expenses

Name: _____

SSN: _____

Reason for Travel: _____

Date of Travel	Departure Location	Departure Time	Arrival Location	Arrival Time	Miles Traveled	Meal Expenses*	Hotel Expenses*
Totals							

Miscellaneous Expenses*		
Date	Item	Cost
	Airfare	
	Parking	
	Rental Car	
Total		

Total Expenses	
Mileage	
Meals	
Hotel	
Miscellaneous	
Total Amount Requested	
Total Amount Approved	

Committee Chairman

Date

*All request for reimbursement of expenses related to meals, lodging, airfare, parking, or rental car must be accompanied by appropriate documentation, including itemized receipts.